



OCONUS LEVY BRIEFING

As of 27 July 2021



Welcome

Levy Brief



Congratulations on your selection for reassignment and Permanent Change of Station (PCS).

This briefing provides guidance and useful information to assist in the preparation for your reassignment and PCS. Ensure to complete the entire brief and follow the step-by-step guidance.

You may visit this briefing as many times as needed.

The following information is provided to fulfill the levy briefing requirement IAW AR 600-8-11.





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Plan, Prepare, Execute



**DO NOT MAKE
ANY IRREVERSIBLE ACTIONS
PRIOR TO RECEIVING ORDERS.**



OCONUS Brief Outline



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Soldier Responsibilities



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- Soldiers are responsible for completing the levy brief and contacting the Reassignment Processing Center with any questions.
- Orders are only sent via Outlook email (.mil addresses). The Reassignment Processing Center encrypts all emails containing PII.
- All information needed to complete a levy packet is provided in this brief.
- All forms mentioned in this brief can be found on our website.
- At the end of the brief, Soldiers must print out the certificate of completion and submit it with their levy packet.
- Incomplete packets will not be accepted for processing.
- Once complete, Soldiers will submit levy packet to their BN S1.
- BN S1s will review and submit levy packets to the Reassignment Processing Center.



Reassignment Processing Center



The Reassignment Processing Center is in Waller Hall, Room 206B.

Hours of Operation

Monday - Friday 0730-1530

Website: <https://go.usa.gov/xs833>

Official Passports:

Phone: (253) 967-2269

Email: usarmy.jblm.imcom.list.dpfr-mpd-passports@mail.mil

Family Travel:

Phone: (253) 967-5623

Email: usarmy.jblm.imcom.list.dpfr-mpd-family-travel@mail.mil

Reassignment Processing Center & Out-Processing:

Phone: (253) 967-5441

Email: usarmy.jblm.imcom.list.dpfr-mpd-reassignments-help-desk@mail.mil





Important Agencies



Relocation Readiness Program

The Relocation Readiness Program is here to help navigate your next move.

Lending Closet
Information and Referrals
Pre/Post Move Counseling
Total Army Sponsorship Program

The Relocation Office is in Waller Hall, Room 201, next to In-Processing.

Hours of Operation
Monday - Friday 0730-1530
Phone: (253) 967-3633

Email: usarmy.jblm.imcom.list.dpfr-mpd-es@mail.mil





Important Agencies

Personal Property Processing Office (PPPO) Lewis-Main



PPPO is in Bldg. 2150, next to Waller Hall.

Hours of Operation
Monday - Friday 0730-1530
(Closed 1130-1200)

To begin, go online to www.move.mil and register for a Defense Personal Property System (DPS) account. If an account has already been established, simply login. You can also reactivate your deactivated account as well.

For questions, please contact PPPO Lewis-Main at (253)477-5446 or at USARMY.JBLM.404-AFSB.MBX.AFSBNJBLM-PPPO-LEWIS@MAIL.MIL (e-mail is the preferred method of communication for our office).

*A hand-out with more information can be found on our website,
<https://go.usa.gov/xs833>.





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Important Agencies

Official Travel



Coordinate with Official Travel for information concerning flights and/or port call.

Official Travel is in Waller Hall, Room 600.

Hours of Operation

Monday-Friday: 0730-1530

Phone: (253) 966-1269 or (253) 966-3034





Important Agencies

Exceptional Family Member Program (EFMP)



EFMP is for Soldiers with dependents who have specialized medical, mental health, developmental needs and/or special educational needs.

This program ensures dependents will have access to the needed services at the gaining installation.

Hours of Operation
Monday - Friday 0900-1600
Phone: (253) 966-7166

Email: usarmy.jblm.imcom.list.dpfr-efmp-support-services@mail.mil





Assignment Instructions

Additional Requirements



- Please refer to the 'Notification of Assignment Instructions' memorandum you received via email from the Reassignment Processing Center.

2. The Reassignment Processing Center has received the below assignment instruction for you.

DATE ASSIGNMENT RECEIVED:
GAINING LOCATION: REPORT DATE:
ADDITIONAL ASSIGNMENT REQUIREMENTS:

- If this section is showing CONF, no additional requirements are needed, and you may to skip [slide 16](#).
- All others must review the next 3 slides and complete necessary requirements.





Assignment Instructions

Additional Requirements cont.



EXT/REUP = Soldier must extend or reenlist to meet requirement.

- Assignment instructions specify the length of time needed extend or reenlist.
- Soldiers may decline to extend or reenlist:
 - First Termers must complete a *First Termer Statement*.*
 - Career Soldiers must see Retention to sign a Declination of Continued Service.

SCTY = Soldier must have appropriate security clearance.

- Assignment instructions specify the type of clearance needed, BN S-2 will assist.
- Soldiers will be retained at JBLM until requirement is met.

TDY = Soldier has Temporary Duty (TDY) in conjunction this assignment.

- TDY is temporary duty performed at one or more locations.
- Recruiter and Drill Sergeant School are considered TDYs.
- TDY 'en route' / TDY 'and return' are explained on the next slide.

HAAP = Homebase/Advance Assignment Program

- Soldiers must elect to '*participate in*', or '*refuse to participate in*' the HAAP.
- HAAP election options are explained on [slide 14](#).

*Forms can be found on our website <https://go.usa.gov/xs833>.





Assignment Instructions

Temporary Duty (TDY)



TDY – ‘EN ROUTE’

- TDY is completed in route to new PCS location.
- Soldier will out-process JBLM prior to leaving for TDY location.
- Soldier will not return to JBLM.

TDY – ‘AND RETURN’

- Soldier will travel to TDY location, complete training and return to JBLM.
 - Soldier will initiate out-processing after returning to JBLM.
 - Soldier will out-process JBLM prior to traveling to new PCS location.
-
- Single Soldiers will complete TDY ‘en route’ to new PCS location.
-
- All other Soldiers will complete the *TDY Option Statement** and submit with levy packet.

*Form can be found on our website <https://go.usa.gov/xs833>.





Assignment Instructions

Homebase/Advance Assignment Program (HAAP)



HAAP reduces PCS costs and the number of moves made by Soldiers and their Families. Soldiers will annotate their HAAP election on the Reassignment Questionnaire.

HOME-BASE ASSIGNMENT = Return assignment is back to JBLM.

- HRC offers an home-base assignment to return back to JBLM.
- If accepted, Soldier understands the intent of the program and acknowledges that he/she is not entitled to Family travel or shipment of household goods to overseas location.

ADVANCE ASSIGNMENT = Return assignment is to a different location.

- HRC offers an advance assignment to somewhere other than Joint Base Lewis-McChord.
- If accepted, Soldier understands the intent of the program and acknowledges that he/she is not entitled to Family travel or shipment of household goods except to relocate family members to the location of the advance assignment or to remain in the local area.

REFUSAL TO PARTICIPATE = Return assignment is at the needs of the Army.

- Soldier elects not to participate in the program and PCS orders will reflect the refusal.
- Soldier may relocate Family members and household goods to a designated location within the Continental US, however, Government Quarters are not authorized at the designated location.
- Soldier's ultimate follow-on assignment will be based on the needs of the Army.





Assignment Instructions

DA School Selection



AIRBORNE TRAINING

- Single Soldiers will complete TDY 'en route' to new PCS location.
 - TDY 'and return' is funded by Soldier's unit.
 - BN/BDE S-3 is responsible for producing TDY orders, DD Form 1610.
- All other Soldiers must complete the *TDY Option Statement** and submit with levy packet.

RECRUITER OR DRILL SERGEANT

- Both are TDY 'and return', so single Soldiers don't require a *TDY Option Statement*.
- All other Soldiers must complete the *TDY Option Statement* (travel selections are limited to *Option 1* and *Option 3*) and submit with levy packet.
- PCS orders are processed after graduating the course.
- Submit levy packet **prior** to departing on TDY.
- Soldiers only have 45 days from graduation to complete PCS move.
- Request PCS orders by emailing documents listed below to usarmy.jblm.imcom.list.dhr-mpd-reassignments-help-desk@mail.mil

Recruiter

RFO

SQI

DA Form 1059

Drill Sergeant

SQI

DA Form 1059

*All forms can be found on our website <https://go.usa.gov/xs833>.





Reassignment Requests

Deferments & Deletions



- Please review the *Deferment and Deletion Screening Form* located on our website.
- Requests for deferment or deletion must be initiated using a DA Form 4187. the request, along with supporting documentation is routed through the BN S1 forwarded to the first O-6 in chain of command for signature then submitted to the Reassignment Processing Center for submission to HRC.
- If Soldier reenlisted for the assignment, their BN Retention office will process all deletions and deferments.
- Deferments are requested in 30-day increments. If approved, deferred report date will be 30, 60, or 90 days from original report date.
- Reassignment processing will continue until the deletion or deferment is confirmed through EDAS. Soldiers are advised not to take irreversible actions (i.e., shipment of HHG or a privately owned vehicle) while request is pending.





Reassignment Requests

Early Reporting



- If early reporting is authorized, it will be stated in Soldier's assignment instructions.
- If authorized early reporting, Soldier's current chain of command determines how early they can report.
- Soldiers cannot sign into new duty station before report date unless early reporting authorized.
- If early reporting is not authorized, Soldiers can request for early reporting using a DA Form 4187. The request, along with supporting documentation is routed through the BN S1 forwarded to the first O-6 in chain of command for signature then submitted to the Reassignment Processing Center for submission to HRC.
- Early reporting in done 30 day increments not to exceed 60 days.
- If Soldier re-enlisted for the assignment, their BN Retention office will process request.





Reassignment Requests

Compassionate



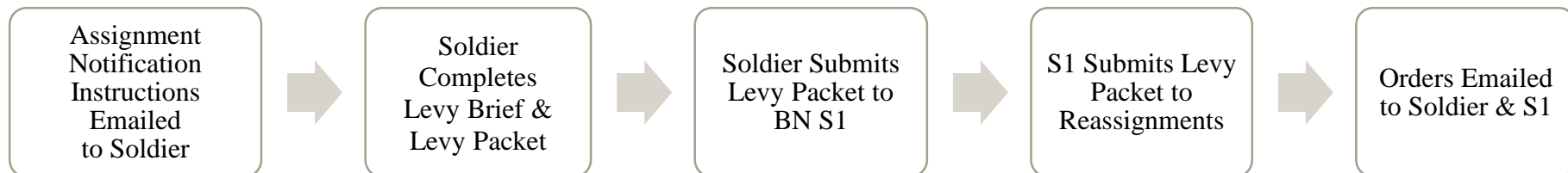
- Compassionate deletion or deferment is defined as a request based on compassionate reasons or extreme family problems. Deferment should be used instead of deletion if the extreme family problems can be resolved within 90 days of the report date.
- Requests are initiated using a DA Form 3739 and along with supporting documentation routed through the BN S1 forwarded to the first O-6 in chain of command for signatures, then to the Reassignment Processing Center for submission to HRC.
- If the request is based on medical problems of a Family member, a signed statement from the attending physician giving specific medical diagnosis and prognosis of illness (including date of onset, periods of hospitalization, and convalescence) must be included. If illness is terminal, life expectancy must be included. Medical statement will list any factors that may have a bearing on the medical condition of the Family member, if the Soldier's presence is being requested.
- If the request is based upon legal issues, it must include a signed statement from a licensed attorney stating problems and justification why the Soldier's presence is essential.
- If the request is based upon other than medical or legal problems, supporting statements from responsible persons, such as clergy, social workers, or local law enforcement officials, must be included.





Order Production

Overview



- Soldiers are typically notified of Assignment Instructions 120-90 days prior to report date.
- Reassignment Processing Center emails every Soldier a 'Notification of Assignment Instructions' via their Outlook (.mil) email account.
- Soldier will complete levy brief and levy packet.
- Soldier will turn in completed levy packet to BN S1.
- BN S1s will review then submit all levy packets to the Reassignment Processing Center.
- Reassignments will verify that Soldier meets assignment qualifications/requirements.
- Orders are only produced/published after the verification process.
- PCS orders are sent directly to Soldier and their BN S1 via Outlook (.mil) email accounts.
- All emails containing PII are encrypted. There are no exceptions. If you cannot open encrypted emails, please see your S1 or S6 for assistance.





Order Production

Levy Packet Requirements



➤ At a minimum, levy packets will contain the following:

1. Reassignment Questionnaire
2. Soldier Record Brief (SRB)
3. Request for Orders (RFO) (Only Applicable to Officers)
4. Reassignment Brief Certificate of Completion
5. Individual Medical Readiness (IMR) Print Out
6. DA Form 5121-Overseas Election Tour Statement (Only for Overseas Assignments*)

➤ Additional documents needed depending on Assignment Instructions:

1. AAA-234 EDAS Losing Assignment Record (Applicable to Airborne Assignments)
2. TDY Option Statement (Applicable if attending TDY and returning to JBLM)

Soldiers on overseas assignments must elect to serve an **accompanied tour or an **unaccompanied tour**. This election is annotated on the DA Form 5121.*

The next slide explains tour election options.





Overseas Assignments

Tour Election Options



ACCOMPANIED TOUR = Soldier and command-sponsored dependents PCS overseas.

- Assignment location must authorize dependent travel.
- Serves the longest tour length prescribed for the gaining overseas location.
- Must meet all service obligation requirements needed for accompanied tour length.
- Soldier must apply for Command Sponsorship. Family travel is not automatic.
- Command Sponsorship is approved/disapproved solely by the gaining command.
- More information on Command Sponsorship requests is found on [slide 23](#).

UNACCOMPANIED TOUR = Soldier will PCS overseas without dependents.

- Serves the shortest tour length prescribed for the gaining overseas location.
- Soldier not required to apply for command sponsorship.
- If command sponsorship is applied for and disapproved, tour is unaccompanied.
- If overseas location is considered dependent restricted, tour is unaccompanied.
- Authorized to move Family members to a designated place at government expense.
- Designated place authorizations are explained on the next slide.





Overseas Assignments

Designated Place Authorizations



DEPENDENT RESTRICTED TOUR

- Family members are authorized one (1) govt. funded move from JBLM to:
 - Any place in CONUS the Soldier designates.
 - Alaska, Hawaii, Puerto Rico, or U.S. territory, if approved by losing installation Cmdr.

UNACCOMPANIED TOUR

- May leave Family members at current location.
- Family members are authorized one (1) govt. funded move from JBLM to:
 - Any place in CONUS the Soldier designates.
 - Alaska, Hawaii, Puerto Rico, or U.S. territory, if approved by losing installation Cmdr.
- Orders for Dependent-restricted and unaccompanied tours will include: “Travel of your Family members to your overseas duty station at Government expense is not authorized during this tour. You are authorized to make a designated place move to (city, state, zip).”
- Not applying for command-sponsorship, skip to [slide 29](#).





Family Travel

Command Sponsorship Program (CSP)



- Command Sponsorship authorizes Family members/dependents to accompany the Soldier at government expense.
- CSP is based on the following: available housing; adequacy of dependent support facilities; availability of medical care and schools; the political climate of country; force protection and anti-terrorism concerns (i.e., possible adverse effect that the presence of dependents may have on a unit's mission, operational readiness, or combat capability.)
- The application process can take up to 90 days and should be started immediately.
- Family members who arrive to overseas locations **not** command-sponsored should understand that existing SOFAs might not apply to them, and the U.S. Government may not provide for transportation or any other amenities provided to command-sponsored dependents. Soldier will incur all travel expenses.





Family Travel

CSP Request Overview



Soldier Submits
CSP Request to
Reassignment
Center



Reassignment
Center Submits
CSP Request to
EFMP Office



EFMP Screens and
Returns CSP
Request to
Reassignment
Center



Reassignment
Center Submits
CSP Request to
Gaining Command



Gaining Command
Approves or
Disapproves CSP
Request

- CSP requests should be submitted directly to the Reassignment Processing Center (RPC).
- RPC verifies the completeness of packet and forwards request to the EFMP office.
- EFMP will contact Soldier via email if additional information or an appointment is needed.
- EFMP screens dependents' medical history and determines if the CSP request is warranted.
- Upon determination EFMP sends 'warranted' or 'not warranted' request back to RPC.
- Within 24hrs, RPC sends CSP request to Soldier's gaining command for approval/disapproval.
- Gaining command determines if Installation can support Families' needs.
- Gaining command forwards CSP approval/disapproval to RPC.
- RPC notifies Soldier of approval or disapproval via email.
 - If approved, RPC will produce an amendment, authorizing Family Travel.
 - Once approved, start the Official Passport application process.



Family Travel

CSP Request Flow



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Soldier

**Reassignment
Processing Center**

- Verifies packet completeness
- Verifies service remaining requirements
- Sends request to EFMP

- Required to:
- Complete travel request packet
 - Submit packet to Reassignment Processing Center

EFMP

**Reassignment
Processing Center**

- Verifies medical and educational needs
- EFMP enrollment, if required
- Determines if request is/isn't warranted
- Returns request to RPC

- Verifies the following:
- Unit authorizations
 - Priority fills
 - Medical & educational accommodations

**Gaining
Command**

Housing

**Approved or
Disapproved**

**Reassignment
Processing Center**

- Verifies the following:
- Availability of govt. housing
 - Special accommodations (i.e., wheelchair accessibility, air conditioning, number of steps, etc.)

Soldier





Family Travel

CSP Packet Requirements



➤ At a minimum, Command Sponsorship Requests will contain the following:

1. DA Form 5121-Overseas Election Tour Statement
2. Family Travel Acknowledgement
3. DA Form 5888- Family Member Deployment Screening Sheet
4. DA Form 4787- Reassignment Processing
5. DA Form 7246- Exceptional Family Member Program Screening Questionnaire
6. DD 1172- Application for ID Card/DEERS Enrollment (Validated by DEERS' Office)

➤ Additional documents needed depending on situation:

1. Declaration Statement (Required for Korea and Japan locations*)
2. Court Documents (Applicable only to prove custody of dependents)

*All forms can be found on our website <https://go.usa.gov/xs833>.





Family Travel

CSP Approval/Disapproval



APPROVED COMMAND SPONSORSHIP

- Family travel will be concurrent or deferred. Family Travel order will specify concurrent or deferred travel.
 - Concurrent Travel - Gaining installation projects available housing within 60 days of Soldier's arrival. Family will travel with Soldier with no delay.
 - Deferred Travel - Gaining installation projects available housing between 61–140 days after the Soldier's arrival. Family members will remain at their present location until the Soldier obtains housing. *Due to established tour lengths Alaska, Hawaii and Korea do not authorize deferred travel.*
- Once approved, start the Official Passport application process.

DISAPPROVED COMMAND SPONSORSHIP

- The gaining installation cannot project housing availability within 140 days of the Soldier's arrival or cannot provide proper medical accommodations for Family members.





Official Passports

Overview



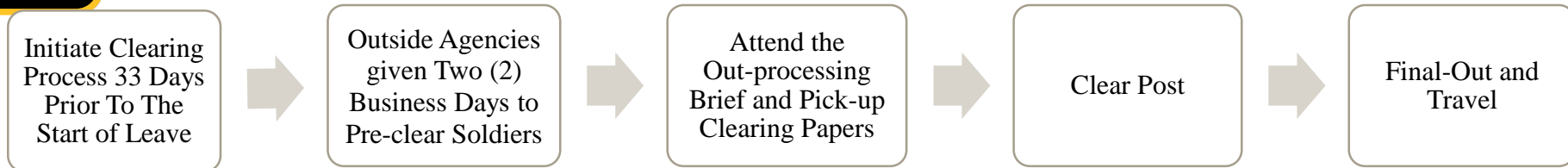
- All Command Sponsored dependents require a government, no-fee passport (and possibly a visa) to travel to a foreign country.
- Passport processing requirements and timelines are set by the State Department.
- It can take the State Department 8-12 weeks (or longer) to process and return Passports/Visas.
- For information and instructions on how to apply for a government, no-fee passport, please visit the Passport website: <https://go.usa.gov/xH4fG>





Out-processing

Overview



- Initiate the clearing process 33 days prior to the start of leave.
- At time of initiation Soldiers are:
 - Entered in the system to be pre-cleared.
 - Pre-clearing reduces the number of agencies required to clear in person.
 - Provided an appointment for the out-processing brief and clearing paper pick-up.
- Final-out requirements are IAW AR 600-8-101 and will not be waived:
 - Sponsorship requirements explained on the next slide.
 - Individual Medical Readiness (IMR) from <https://medpros.mods.army.mil/MEDPROSNew/>.
 - IMR must show a completed PHA within 60 days of report date.
 - If traveling overseas, IMR must also reflect HIV test results within 6 months of report date.
 - Leave forms must be approved with control number.





Out-processing

Sponsorship



- Sponsorship is reflected on a DA Form 5434.
- DA Form 5434, with part 3 completed, is mandatory for Soldiers in the grade of E1-E6, O1-O3, and WO1-WO2.
- A sponsor is not required for those attending a long-term military school in conjunction with PCS that lasts more than 20 weeks.
- If the gaining command has failed to assign a sponsor a DA Form 4187 granting an Exception to Policy (ETP) is required to out-process JBLM. First O-6 in the Soldier's chain of command is ETP approval authority.
- Initiate DA Form 5434 for Sponsorship by logging onto: <https://actnow.army.mil/>.
- For additional assistance please email: usarmy.jblm.imcom.list.dpfr-mpd-es@mail.mil.





Out-processing

Required Forms



- Minimum documents required to initiate clearing:
 - Copy of PCS Orders
 - DA Form 31 (Leave Form)

- Additional documents required to complete final clear:
 - DA Form 137-1 (Unit Clearance Record)
 - DA Form 5434 or Sponsorship Exception to Policy (ETP)
 - Individual Medical Readiness (IMR) Printout
 - › PHA within 60 days of report date for all PCS.
 - › HIV test results within 6 months of report date if traveling overseas.
 - Travel Waiver/ETP- (Applicable if PCS location is COVID Restricted)





Conclusion



This concludes the levy brief.

DO NOT CLOSE THE BRIEFING YET.

Please click link below, type name on and print certificate of completion.

[Certificate of Completion](#)

The certificate of completion is required for all levy packets.



References



U.S. ARMY



U.S.A.F.

AR 55-46, Travel Overseas (15 October 2020)

AR 600-8-11, Reassignment (RAR, 18 October 2012)

AR 600-8-101, Personal Readiness Processing (6 March 2018)

AR 600-8-105, Military Orders (22 March 2019)

AR 614-100, Officer Assignments (3 December 2019)

AR 614-200, Enlisted Assignments (25 January 2019)

DoDI 1315.18, Procedures for Military Personnel Assignments (24 June 2019)

Joint Travel Regulation (1 January 2021)

JTR Supplement, OCONUS Tour Lengths and Tours of Duty (15 October 2020)



